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NASA Procedural Requirements

COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**NPR 8530.1B**Effective Date: June 13,
2022Expiration Date: August 29,
2023[Printable Format \(PDF\)](#)**Subject: NASA Sustainable Acquisition****Responsible Office: Environmental Management Division**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [ALL](#) |

Chapter 3. Implementation

3.1 Documentation

The Request Originator starts the sustainable procurement process by developing relevant documents such as: market research reports, SOW, SOO, PWS, NASA Form 1707, Center-specific procurement documentation, and, if applicable, exemption justifications.

3.2 NASA Form 1707 (NF 1707)

3.2.1 Per NFS 1823, the Request Originator shall review Federal sustainable acquisition requirements and document whether they apply to the procurement, how the procurement complies, or if a waiver is required.

3.2.2 Waiver (Justification Documentation) Process. A justification document exempts the Request Originator from acquiring specific sustainable products and/or services. The Request Originator shall clearly document the factors supporting an exemption request and attach all documentation associated with the exemption to the NF 1707.

a. Per E.O. 13693, an exception is available if any of the following conditions exist:

(1) The product or service cannot be acquired competitively within a reasonable performance schedule.

(2) A product or service cannot be acquired that meets reasonable performance requirements.

(3) The product or service cannot be acquired at a reasonable price. The price shall be deemed unreasonable when the total life-cycle costs for the sustainable product or service are significantly higher than the nonsustainable product or service. Life-cycle costs are determined by combining the initial costs of a product or service with any additional costs or revenues generated from that product or service during its entire life. On a case by case basis, NASA may elect to specify the purchase of sustainable products or services which may be up to 10 percent more costly than conventional products or services.

b. When cost is the basis of the exception, the Request Originator shall clearly identify and document the difference in costs between the sustainable product or service and the nonsustainable product or service.

c. Per NFS 1823 regarding ENERGY STAR or FEMP-designated products, the Center or Component Facility Energy Manager has been delegated the authority to make the exemption determination.

3.3 Micro-Purchases

Micro-purchases are subject to the sustainable acquisition requirements of NASA's Purchase Card Program.

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